



**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF GEORGIA
OFFICE OF PROBATION AND PRETRIAL SERVICES**

VACANCY ANNOUNCEMENT # 15-04

Position:	Probation Services Assistant
Duty Station:	Valdosta, Georgia
Date Open:	October 6, 2014
Closing Date:	November 7, 2014
Starting Salary:	CL-24/ \$34,703

The Office of Probation and Pretrial Services of the U.S. District Court, Middle District of Georgia, is seeking applications for the position of Probation Services Assistant in our Valdosta office. This is a full time position (40 hours per week, 8:00 am – 5:00 pm, Mon – Fri) with applicable federal benefits.

Representative Duties and Responsibilities

- Conduct case file reviews and advise officers and officer assistants of matters needing their attention. Make chronological entries in investigation and supervision records. Conduct records research and retrieval via travel to agencies located in the division, telephone, or mail to obtain required documentation. Set up investigation and supervision case records and perform various file management tasks. Assist officers in responding to collateral requests. Assemble and process information to the Sentencing Commission. Maintain various logs and records.
- Format, type, edit and finalize reports and correspondence from drafts using word processing equipment. This may include, but is not limited to, documents such as presentence investigations, revocation reports, memoranda, or reports to the court.
- Complete various standard forms for submission to the court and legal counsel using information provided by officers.
- Operate the local/state law enforcement information retrieval system and Criminal Justice Information System terminals to obtain criminal history information. Obtain fingerprint and credit checks, verifications of employment, medical and education, and send FBI flash notices.
- Open, close, and update client information in computerized records, including the Probation Automated Case Tracking System (PACTS). Research information from case records and enter into system as appropriate. Retrieve information from databases and generate periodic reports.

- Participate in problem solving at staff meetings with other support staff, officers, and supervisors. Make constructive suggestions for work improvement in work processes to better achieve goals and objectives.
- Provide general clerical office support by performing a variety of tasks that may include: answer the telephone; greet the public; copy and distribute documents; send and receive faxes and electronic mail messages; process incoming and outgoing mail.

Qualifications

Minimum Qualifications: To qualify, applicants must have a high school diploma or equivalent, and at least one year of specialized experience.

Specialized experience is progressively responsible administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for work processing, data entry or report generation. Such experience is commonly encountered in law firms, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters of human resources operations.

Desired Qualifications: Bachelor's degree from an accredited college or university.

Candidates must also demonstrate:

- Experience in dealing with routine and complex assignments;
- Excellent typing and proofreading skills;
- A demonstrated ability to analyze and interpret written communications;
- Ability to prioritize tasks and work assignments;
- Superior verbal and written communications skills;
- Ability to collaborate and work effectively in teams;
- Strong interpersonal skills; and
- A professional demeanor appropriate for a professional office environment.

Employment Requirements:

Applicants must be a U.S. citizen or eligible to work in the United States. The Court requires employees adhere to the *Code of Conduct for Judicial Employees* (available on request). Employees are required to use electronic fund transfer (direct deposit) for payroll.

Application Procedures:

To be considered for this position, applicants must submit the following information:

- 1) Cover letter, summarizing your qualifications, skills, and abilities relevant to this position;
- 2) Current resume;
- 3) Names and contact information for three (3) professional references;
- 4) Form AO-78, Application for Judicial Branch Employment, available at www.gamp.uscourts.gov

Incomplete applications will not be considered. To ensure consideration, applications must be received by email only no later than **5:00 pm, EST November 7, 2014**, and should be submitted to Chief U.S. Probation Officer Ellen S. Moore:

Email: ellen_moore@gamp.uscourts.gov
Subject line: Probation Services Assistant Application (last name, first initial)
Submit ALL documents as PDF attachments

Applicants will receive an email confirmation within 5 days of receipt of their application. Further communication will be limited to those individuals selected for the testing and interview phases. Applicants selected for interviews must travel at their own expense and relocation expenses are not authorized. The Court reserves the right to amend or withdraw this announcement without written notice to applicants.

Benefits:

The Office of Probation and Pretrial Services is part of the U.S. District Court, which falls within the Judicial Branch of the U.S. Government. Employees of the U.S. District Court are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Judiciary employees participate in the Federal Employees Retirement System and Thrift Savings Plan (similar to a 401k), optional health, dental, vision, and life insurance benefits, long term disability and long term care options, annual and sick leave accrual, and ten paid holidays per year. Additional information regarding the U.S. Courts, the Judiciary *Code of Conduct*, and federal benefits can be found at www.uscourts.gov.

The United States District Court is an Equal Opportunity Employer.